

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

AMC REGULATION
No. 740-23

3 April 1987

Storage and Supply Activities

RECEIVING AND SHIPPING (AMMUNITION)

Local limited supplementation of this regulation is permitted but is not required. If supplements are issued, AMC subordinate commands will furnish a copy to Commander, HQ AMC (AMCCA-CA), 5001 Eisenhower Avenue, Alexandria, VA 22333-0001 and Commander, USAMC Materiel Readiness Support Activity, (AMXMD-SE) Lexington, KY 40511-5101.

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*This regulation supersedes DARCOM-R 740-23, 15 January 1980.

*This regulation supersedes AMC-R 740-21, 23 November 1977.

CHAPTER 1

GENERAL

1-1. Purpose. This regulation prescribes policies and responsibilities for standard materiel receipt processing, standard shipment planning and movement (SPAM), and performance reporting for Class V materiel within the U.S. Army Materiel Command (AMC).

1-2. Scope. This regulation applies to all AMC organizations involved in shipping and receiving Class V materiel. For the purpose of this regulation, the terms storage depots, depot activities, plants, proving grounds, and arsenals hereinafter are referred to as "depots."

1-3. Policies. a. General.

(1) Safety rules, regulations, and procedures will be in accordance with DOD 6055.9-STD, AR 385-64, and **AMC-R 385-100**.

(2) Deviations from the requirements of this regulation will not be made without prior approval of AMC. Requests for deviation will be prepared, processed, and submitted through command channels to Commander, AMC, ATTN: AMCCA-CA.

b. Receiving.

(1) Depots designated to receive Class V materiel will be furnished prepositioned materiel receipt documents (PMRDs) from the accountable supply distribution activities (ASDAs) on a daily basis. ASDAs will also furnish a complete reconciliation in March and September, not later than the 10th calendar day. These tapes will be prepared by the ASDAs on the 20th day of February and August, respectively.

(2) Depots will update PMRD computer files with additions and cancellations within 24 hours of receipt of the change.

(3) Receipt transactions transmitted or mailed to ASDAs will be validated for accuracy prior to dispatch.

(4) Installation supply accounting (ISA) and other nonmission receipts will be physically processed by the central receiving activity.

(5) Either a temporary or permanent storage location will be established prior to receipt transactions being forwarded to the ASDA.

(6) Materiel receipt transactions will be processed within the time standards prescribed by AR 725-50, chapter 5, paragraph 5-14.

(7) Depots will report will instances of nonreceipt of advance procurement/contract documents for materiel requiring inspection or acceptance at destination. Reports will be made to the applicable ASDA.

(8) Classified materiel will be handled as prescribed in AR 380-5. The provisions of AR 190-11 and DOD 5100.76-M will be followed.

(9) Transportation and supply discrepancies will be reported per AR 55-38 and AR 735-11-2. Quality Deficiency Reports (QDRs) will be prepared as required.

(10) Daily quality control checks will be conducted to evaluate and control the quality of receipt documentation per **AMC-R 740-17**.

(11) All receipt transactions will be compared with the PMRD file to assure the perpetuation of all pertinent data back to the ASDA.

c. Shipping.

(1) Shipment planning must include concurrent planning of Material Release Order (MRO) processing, warehousing, packaging, packing, and transportation functions as a prerequisite to coordinate the collective actions essential for efficient preparation of shipments and to assure timely responsiveness of transportation.

(2) All MROs will be forwarded immediately to the central computer site for input. All MROs will be input to the computer on the day received.

(3) Basic data, such as assigned transportation priority (TP), storage target date (STD), pack area, Ammunition Shipment Planning Worksheet (ASPW), serial number, and number of line items required for MRO processing will be mechanically printed on the ASPW and DD Form 1348-1A (DOD Single Line Item Release/Receipt Document), as appropriate. Installations will not overstamp or manually duplicate such data on corresponding documents.

(4) Shipment planning functions involving freight classification, rating, release, and movement will be accomplished by the transportation organization.

(5) The means of transportation selected will be that which meets prescribed security, safety, and time standards at the lowest possible cost from origin to destination.

(6) Depots will complete processing of materiel for MROs and ship the materiel to arrive at Continental United States (CONUS) destination (consignee/break-bulk point (BBP) or port of embarkation (POE) within the time standards prescribed in table 2-2, chart 1, and table 2-2, chapter 2, AR 725-50. Every effort should be made to improve on the time prescribed in the performance time standard, except in the case of a required delivery date (RDD) established beyond the automatic standard delivery date (SDD), and consistent with ASDA instructions to pick, pack, and hold or to suspend. To facilitate isolating the cause of late MRO processing, prescribed time standards will be suballocated locally for each storage function (i.e., document processing, picking, packaging, etc.) and periodic checks will be made to ensure those times are being met.

(7) Depots will not change one stock number for another stock number in an MRO unless changed by the procedure outlined in AR 708-1. However, when a stock number has changed via catalog update between the time the requisition was prepared and the time the shipping depot receives the MRO, the latest stock number from the ammunition lot file will be used for MRO history and shipping documents by the MRO processing programs.

(8) An MRO will be denied or partially denied when a sufficient or suitable quantity of a stock number and condition code for an owner is not available at the depot.

(9) Duplicate document numbers (including suffix codes) will not be recorded to the MRO history file.

(10) Depots will not process MRO reversals. When it is determined necessary to correct or adjust an erroneous MRO, National Inventory Control Points (NICPs) will cancel the original MRO by using appropriate cancellation document.

(11) Supply documents rejected during processing will be corrected and reentered no later than the following workday. Rejected supply documents which cannot be corrected locally will be returned to the originator within one workday.

(12) Documents annotated "Under Inventory Control" will be expedited to ensure that material removed from location is considered when making physical count to recorded balance comparisons.

(13) MRO quantities for conventional ammunition supply documents will be adjusted to unit pack quantity when feasible/allowable. Preference will be to make upward adjustments. Unit pack adjustments will not be made when advice code 2D is present in the requisition.

(14) Shipping activities will maintain active files with hardcopies of DDForm 1348-1 (Department of Defense Single Line Item Release/Receipt Document), Government/Commercial Bills of Lading, United States Postal Service documentation, and/or United Parcel Service documentation relative to foreign military sales for a period not less than 3 years.

1-4. Responsibilities. a. Commanders at each echelon of command having responsibilities over receiving and shipping operations will take prompt and immediate action to implement this regulation to ensure that the stated objectives are accomplished.

b. The Assistant Deputy Chief of Staff for Conventional Ammunition, AMC, will--

(1) Prescribe the basic materiel receipt control and document processing requirements, policies, responsibilities, and procedures.

(2) Evaluate the basic performance and effectiveness of the ammunition materiel receipt system.

(3) Prescribe the basic shipment planning and materiel movement policies and responsibilities.

(4) Furnish adequate and timely guidance to installations to enable each to maintain effective shipment planning and materiel movement operations.

(5) Exercise staff supervision over installation shipping and transportation operations.

(6) Evaluate the performance and effectiveness of the shipment planning and materiel movement system.

c. The Commander, DESCOM, will assure that depots comply with the policies of this regulation.

d. Commanders of depots will--

(1) Implement and ensure compliance with the provisions of this regulation.

(2) Coordinate with accountable activities in executing the receiving and shipping functions, as required.

(3) Ensure that maximum research is accomplished through the PMRD file and other available records prior to identifying a receipt not due in and/or assignment of a depot document number to the receipt transaction.

e. Commander, U.S. Army Armament Munitions and Chemical Command, will assure that Army Ammunition Plants and Arsenals comply with the policies of this regulation that apply to them.

f. Commander, U.S. Army Missile Command, will assure that arsenals that apply to them comply with the policies of this regulation.

g. Commander, U.S. Army Test and Evaluation Command, will assure that arsenals and proving grounds comply with the policies of this regulation that apply to them.

h. The Chief, LSSA, will develop and maintain standardized procedures and computer programs for the processing of Class V materiel receipts and shipments.

1-5. References.

a. DODs 5100.76-M, 5160.65-D, 6055.9-STD, 4000.25-D, and 4500.32-R.

b. ARs 55-38, 55-355, 190-11, 310-25, 380-5, 385-64, 725-50, 735-11-2, 708-1, 710-9, and 735-5.

c. DA PAM 738-750.

d. AMC-Rs 55-9, 385-100, 740-25, 710-1, 725-4, 740-19, 742-6, and 740-17.

e. DRXLS FOI 18-740-20, VOL II, and 18-740-22, VOL II.

CHAPTER 2

PERFORMANCE REPORTING

2-1. AMC depot report of supply performance (RCS DRCMM 304). a. General. This paragraph governs the preparation and submission of monthly reporting requirements by Headquarters AMC (HQ AMC) for determining the effectiveness of receiving and shipping performance by storage elements operating under the Standard Depot System.

b. Receiving. This section is required by AMC for determining the effectiveness of receiving performance by storage elements of AMC depots. Part I pertains to all materiel received by storage activities and reported on DA Form 1535-R (Depot Operations Cost and Performance Report). Parts II, III, and IV of the report pertain to all mission online items evaluated under Military Standard Transaction Reporting and Accounting Procedure (MILSTRAP) and to all receipts received and processed for ISA with the exception of ISA quick-release receipts in Part II.

c. Shipping. This section pertains to all mission stick MROs received by the storage activities during the monthly report period. Items reported are the number of MROs received and processed by the NICP and by issue priority group (IPG), the number of in-line and warehouse denials generated by NICP and IPG, and the number of lines processed on time and processed late through storage. Installation Supply Activity's issues are not included on the report prepared for HQ AMC, but they are shown on the hardcopy output provided for on-depot use.

d. Reporting Activities. This report will be submitted by all depots, Crane Army Ammunition Activity, McAlester Army Ammunition Plant, and Hawthorne Army Ammunition Plant under the jurisdiction of AMC.

e. Reporting Format. Standard Depot System equipped installations will prepare the report on magnetic tape. A hardcopy report will be used by the depot to evaluate performance. When there are shortfalls against goals indicated by AMC command objectives, a letter will be forwarded to the Commander, DESCOM, ATTN: AMSDS-SM-S, for depots and Commander, AMCCOM, ATTN: AMSMC-DSC, for the three ammunition plants. An information copy will be sent to the Commander, AMC, ATTN: AMCCA-CA. A letter is not required when performance is within the tolerance specified by AMC program objectives.

f. Report Frequency, Routing, and Due Date. AMC Depot Report of Supply Performance reports will be prepared as of the close of business on the last day of each month. The information will be provided via the Centralized Automated Reporting System (CARS) to the Chief, AMC LSSA, ATTN: AMXLS-LC, to arrive not later than two days after the end of the reporting period.

2-2. Depot operations cost and performance report (section D--Evaluation of shipping forecasts) (RCS-DRCMM-305). Shipping performance data will be accumulated mechanically at DESCOM depots and will be mechanically transmitted monthly to DESCOM for review and distribution to appropriate Department of the Army (DA) command elements. Monthly data are used in the quarterly preparation of DA Form 1535-R (Depot Operations Cost and Performance Report), lines 276 through 323.

CHAPTER 3

TRAFFIC MANAGEMENT REPORTING

3-1. General. a. This chapter establishes and governs the preparation and submission of transportation and traffic management reports required by AMC and HQ, Military Traffic Management Command (MTMC) for effective materiel receipt management and control.

b. Also, these requirements pertain to all mission line items evaluated under Military Standard Requisitioning and Issue Procedures (MILSTRIP); depot property; and lines received, assembled, and shipped by designated activities.

c. The requirements control symbol (RCS), regulation, format and title of the reports are as follows:

RCS	Regulation	Format	Title
MTMC-13	AR 55-355	DD Form 1091	Transit Control Guide
MTMC-12	AR 55-355	DD Form 1090	Transit Utilization by Transit Operators
AMCSM-21	AMC-R 55-9	AMC FORM 1201	AMC Freight Traffic Report

3-2. Requirement review. Requirements designated as RCS will be reviewed by the transportation activity for completeness and accuracy prior to affixing signature for submission.

3-3. Report submission. Computer prepared reports, identified by RCS, will be reviewed by the transportation activity for completeness and accuracy and submitted in accordance with governing regulations.

The proponent of this regulation is the United States Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, HQ AMC, ATTN: AMCCA-CA, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

FOR THE COMMANDER:

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